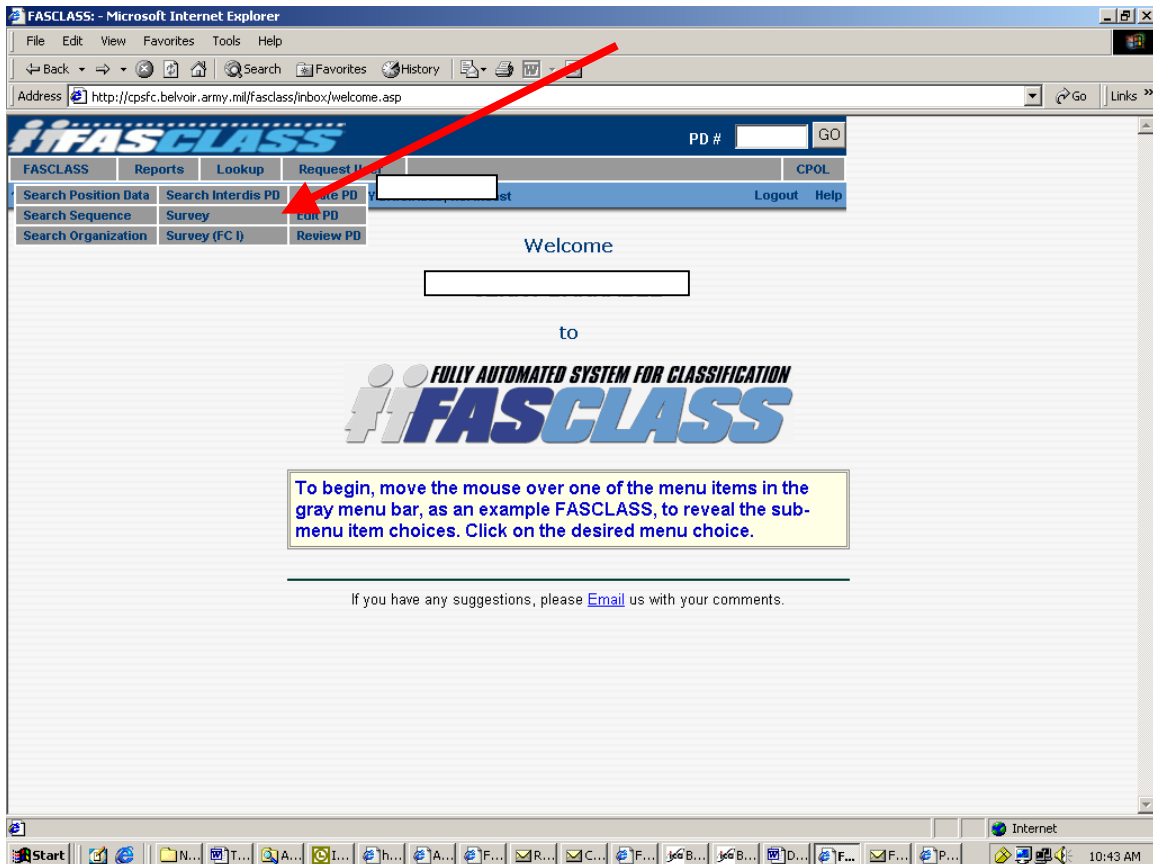


MANAGER AID FOR RETRIEVING PENDING TRAINING SURVEYS

1. Sign into FASCLASS as a restricted user.
2. Select FASCLASS/Survey from the gray bar.



3. This screen appears. Enter the CCPO ID and the PD number for which you wish to complete the survey.
4. Click "SEARCH"

The screenshot shows the 'Search - PD Survey' page in a Microsoft Internet Explorer browser. The address bar displays the URL: http://cpsfc.belvoir.army.mil/fasclass/surveys/search_pd_survey.asp?existingPD=N. The page header includes the 'FASCLASS' logo and navigation links: Reports, Lookup, Request User, and CPOL. The date '15 November 2001' and the location 'Northeast' are also displayed. The main heading is 'Search - PD Survey'. Below the heading, a message states: 'To search for newly created position descriptions that require a survey, fill in all applicable fields then click the Search button. Click the [icon] icon, to bring up a list of valid values for the field.' The search form contains the following fields and controls:

- CCPO ID: [AG] [icon]
- PD#: 102287 [icon]
- Position Title: [text box] [icon]
- LN Title: [text box] [icon]
- Pay Plan: [text box] [icon]
- Series: [text box] [icon]
- Grade: [text box] [icon]
- LN Pay Plan: [text box] [icon]
- LN Grade: [text box] [icon]
- Sorted By: JobNumber [dropdown] [icon]
- [Search] [Reset] buttons

Red arrows from the instructions point to the CCPO ID and PD# fields.

5. If the pd is waiting for a survey to be completed, it will come up from the search.
6. To complete the survey, click the survey icon.

FASCLASS: Search Results - PD Survey - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print View

Address http://cpsfc.belvoir.army.mil/fasclass/surveys/pd_survey_list.asp Go Links


FASCLASS PD # GO

FASCLASS Reports Lookup Request User CPOL

15 November 2001 Northeast Logout Help


Search Results - PD Survey

Sorted by: **Job Number** Records Found: **1**

JOBNUM	TITLE	PAY PLAN	LN PP	SERIES	GRADE	LN GRD	REGION	SURV
AG102287	LEAD ENGINEERING TECHNICIAN	GS		0802	12		Northeast	

You are viewing records 1 through 1 View records per page

Done Internet



7. The survey will appear ready to be completed. Depending on the grade level of the job, SBLM Survey (Sustaining Base Leadership Management, or SSC (Senior Service College), or DBLM (Defense Leadership & Management Program), or any combination of the 3 will appear for completion. Complete the survey and click on Save Responses. The PD is now ready to be verified by the CPOC.

FASCLASS: SBLM Survey - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address http://cpsfc.belvoir.army.mil/fasclass/surveys/sblm_survey.asp?pd_id=133997 Go Links

15 November 2001 Northeast Logout Help

SBLM Survey

PD #: AG102287
Title: LEAD ENGINEERING TECHNICIAN
Pay Plan: GS Grade: 12 Series: 0802

Rate each item on a scale of 1 to 5

Weight	Description
5	High Importance
4	Above Average Importance
3	Average Importance
2	Below Average Importance
1	Low Importance

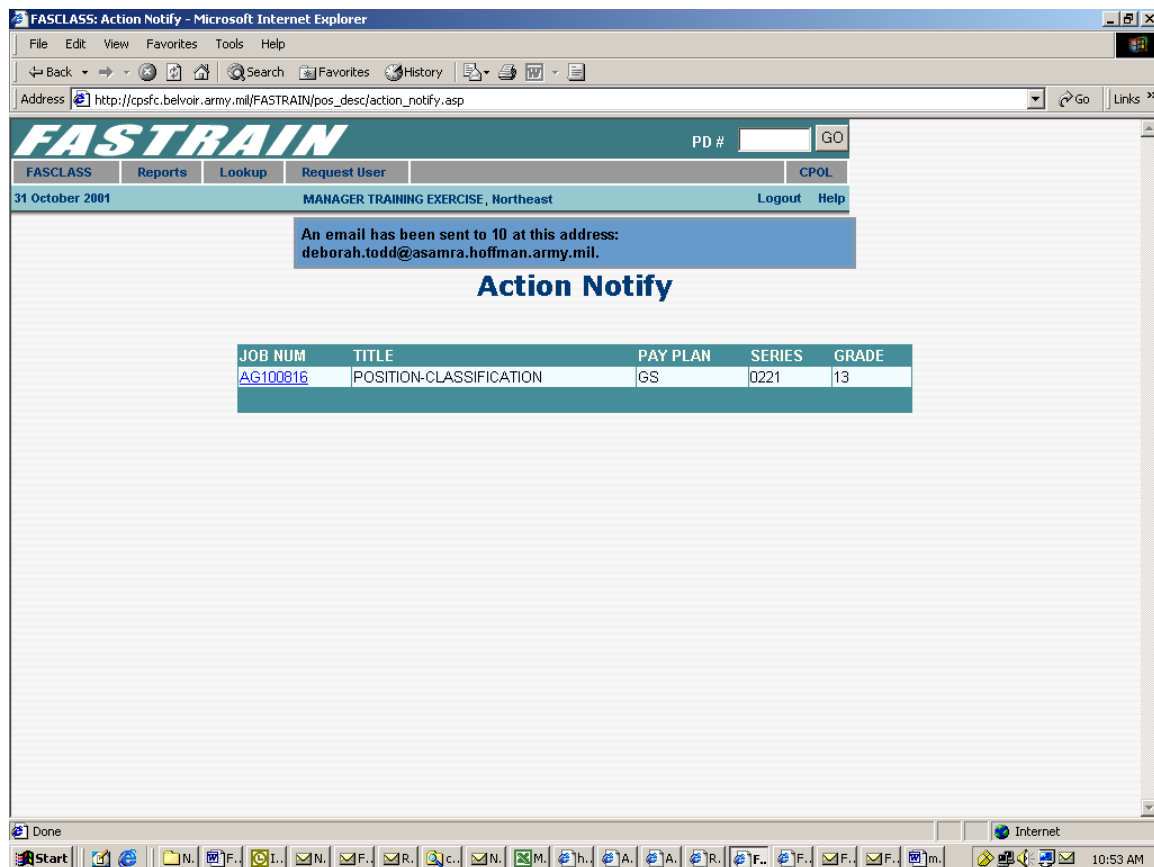
1	Thorough knowledge of how the Army is organized, Army's mission and functions, and interaction with DoD. An in-depth understanding of a TDA organization to include operations, management, roles, impact of current issues, mission and functions, responsibilities, structure, readiness, maintainability, deployability and sustainability.	<input type="checkbox"/>
2	Ability to develop national policy, military strategy and doctrine for installation or organization management, and assess how proposed structural and doctrinal changes will impact activities.	<input type="checkbox"/>
3	Ability to apply rational decision making, team building techniques, and determine potential external impacts from media, Legislation, Executive, Judicial, OSD, HQDA, or MACOM actions.	<input type="checkbox"/>
4	Understand operation of Army systems and subsystems, how Army transforms dynamic and diverse personnel into a total force, functions and responsibilities of the active reserve and civilian components of the Army, and force integration.	<input type="checkbox"/>
5	Knowledge of Army systems covering personnel, money, materiel, logistics and facilities that supports the organization.	<input type="checkbox"/>

Save Responses

Done Internet

Start N... T... A... I... h... A... F... R... C... F... B... B... D... F... F... P... D... 10:45 AM

8. You will receive the following confirmation.



NOTE!! The manager can retrieve and update the survey at ANY time, even after the pd has been verified by the CPOC, by following the same procedures outlined in this document.